

## Shasta County Community Action Agency

Community Services Block Grant  
Recovery Act Local Plan

May 6, 2009



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## CSBG Recovery Act Local Plan

*Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.*

### Submit To:

Department of Community Services and Development  
Attention: Community Services Division  
P.O. Box 1947  
Sacramento, CA 95812-1947

### Section I - Agency Information

Agency Shasta County Community Action Agency  
Address 1450 Court Street, Suite 108  
City Redding, CA 96001

### Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person Richard Kuhns, Psy.D  
Title Executive Director  
Phone 530-225-5160  
Fax 530-225-5178  
E-mail Address [rkuhns@co.shasta.ca.us](mailto:rkuhns@co.shasta.ca.us)

### Section II - Certification

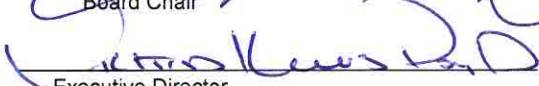
- 1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.



The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.

  
Board Chair

May 6, 2009  
Date

  
Executive Director

May 6, 2009  
Date

## CSBG Recovery Act Local Plan

### Section III - DUNS Number

*Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.*

**DUNS Number** 784719940

### Section IV - CCR Number

*Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.*

**CCR Number** 513M8

### Section V - Verification of Public Inspection

*Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, (i.e. copy of web page, e-mail blasts, etc.)*

#### **A) Describe how your agency made this Local Plan available for public inspection.**

A copy of the webpage shall be attached to the Plan when it is submitted to the California Department of Community Services and Development. See Attachment A.

The CSBG Recovery Act Local Plan (Plan) is posted on the Shasta County Community Action Program (CAA) website at:

[http://www.co.shasta.ca.us/html/Housing/housing\\_index.htm](http://www.co.shasta.ca.us/html/Housing/housing_index.htm)

### Section VI - General Plans

*For each question in this section, provide a comprehensive narrative of what plans you have made to date.*

#### **A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.**

Shasta County Community Action Agency will partner with Shasta College by assisting students enrolled in the Wind Utility Management training program. Shasta College has a thirteen-week program that teaches students skills in managing, operating and repairing wind based utility operations. The program will place students after graduation into the industry. Shasta County Community Action Agency will sponsor scholarships to assist these students.

The Recovery Act funds will be used to promote job creation for the low income. CSBG ARRA funds will be used as either loans or grants to established businesses in the area to expand operations with the goal of hiring low-income individuals.

In addition, the CAA will help fund a sewer master plan for the Cottonwood Sewer Community Service Area. This community is located on Interstate 5 and has the potential to be the fastest growing community in Shasta County. Expanded sewer capacity is necessary for sustainable economic growth and employment opportunities. Jobs would be created, not only by updating the sewer infrastructure, but also by providing the sewer infrastructure needed for housing starts and business expansion in the community. The master plan will help make rational decisions on the orderly development of sewer service for the community of Cottonwood. The Regional Water Quality Control Board (RWQCB) could order a stop to further development until they see a rational plan for expansion of sewer capacity. The RWQCB has not done this yet, but it is in the realm of possibilities in the future. The existing plan was last revised in 1995. Many regulatory changes have taken place since then. A plan for a functioning state of the art sewer plant would assure that new commercial development with the associated jobs would be sustainable in the future.



## CSBG Recovery Act Local Plan

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**B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.**

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A portion of the funds will be used to leverage and administer Federal and State funds. The Shasta CAA will be applying for a \$1.2 million Homeless Prevention and Rapid Re-housing Program grant for the purpose of assisting qualified individuals by paying past due rents and utilities to prevent them from losing their housing. If awarded, these funds will be utilized in the entire county, including all three cities.

Shasta County CAA will apply for and administer the Federal Emergency Shelter Grant that assists low-income individuals with past due utility payments. Many low-income individuals have had their utilities turned off for failure to pay, which then leads to evictions. If awarded, these funds will be used in the entire county, including all three cities.

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**C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.**

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In Shasta County, construction industry jobs dropped from 3,700 in March 2008 to 2,600 in March 2009. There were approximately 5,500 people working in construction during the peak of the area's building boom in September 2006. Shasta County lost 600 retail jobs from March 2008 to March 2009. Shasta County's unemployment rate rose 6.6 percentage points during the same time period.

With the current trend in our area and the extremely high unemployment rate, the CSBG Recovery funds will be used for various job creation and retention programs. Proposed programs include operating a Small Business Loan or Grant Program, funding the Cottonwood sewer master plan, operating a water heater replacement program, and providing scholarships for the wind utility training program.

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**D) Provide a description of how linkages will be developed to fill identified gaps in services. through the provision of information, referrals, case management and follow up consultations.**

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It is estimated that approximately 50% of eligible Shasta County residents are not currently receiving food stamp benefits. We are currently beginning the implementation of a new Food Stamp Benefit Enrollment Outreach Program in Shasta County. Our goal is to decrease hunger in our community. Here are some of our planned activities:

- Development of a communication plan: Promote understanding of issues related to the Food Stamp program among various target audiences using print, radio, and television media.

- Incorporate a multi-language focus: Develop communication materials in English and Spanish, as well as provide oral translation to the Mien community using our Community Mien Radio program.

- Partnership and Collaborate with Community Partners: Partner with local community organizations to distribute Food Stamp Program information such as brochures and flyers. Provide training to community partners to assist in screening eligible applicants for food stamps.

- Community Health Advocates (CHAs): CHAs will work as a liaison between County Food Stamp Workers and community organizations. CHAs will assist county workers by connecting with hard-to-reach clients such as those with language or socio-economic barriers and provide screening and support for these applicants. In addition, CHAs will work closely with community organizations – providing training, education and support so other professionals in the community can support clients as they go through the food stamp application process.

The outcomes for this project are not yet clearly defined, but we will definitely be looking for:

- An increase in the percentage of eligible people in the county enrolled in the food stamp program

- An increase in community partners who are providing screening for food stamps to their clientele

- An increase in the food stamp activity in the local grocery stores

- Increased participation from local farmers markets who accept food stamps (EBT cards) at their location.

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## CSBG Recovery Act Local Plan

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**E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.**

The Shasta County Community Action Agency co-sponsors the local Continuum of Care (COC) Committee. The CAA Director sits on the Executive Board of the COC and is actively involved on the committee. The local COC consists of 12 to 15 government agencies and 30 local non-profits and faith-based organizations. The COC meets monthly to discuss the needs of the low income and what services are available. Each agency makes a presentation regarding the services they provide and how they can either assist other agencies or receive assistance from other agencies. This communication helps the CAA avoid duplicating and/or supplanting services in the community. The CAA's Director participates in reviewing each participating agency's area of benefit and works to invite and recruit new agencies to become involved in the COC.

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**F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.**

The CSBG Recovery funds will be used to administer several programs that promote food and housing related activities. Proposed programs include a Food Stamp Benefit Enrollment Outreach program, a Housing Prevention and Rapid Re-housing Program, and the Federal Emergency Shelter Grant program.

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**G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).**

Shasta County is located at the northern end of the Sacramento Valley, equal distance between San Diego and Seattle, on Interstate 5; 160 miles north of Sacramento and 230 miles north of San Francisco. There are three incorporated cities in Shasta County: Redding, Anderson and Shasta Lake. Almost 10% of Shasta County's workforce is "underemployed" and has the skills, education, experience, and willingness to take a better job.

Shasta County's March 2009 unemployment rate of 16.8 percent, which is a 24-year high, propelled Shasta County onto the U.S. Department of Labor's list of the 10 highest jobless areas in the country. The Labor Department report broke down 372 metropolitan areas. Shasta County was listed as Redding - the county seat. Redding was among eight California metros that cracked the top 10.

74% of Shasta County employers rate their workers as good or excellent in reading and writing competency. 81% of employers rate their workers as good or excellent in calculations competency. 94% of employers rate worker's productivity as good or excellent. Absenteeism was rated as low, turnover was rated as low, and substance abuse was rated as very low. The labor market in this area has an abundance of experienced supervisors, managers, accountants, bookkeepers, computer operators and programmers, as well as others. The EDD job match system lists more than 600 persons with Bachelor Degrees or beyond registered for work. More than 85% of the County's unemployed hold high school degrees or better.

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## CSBG Recovery Act Local Plan

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**H ) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.**

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The CAA will partner with the Shasta County Department of Social Services to assist the Food Stamp Benefit Enrollment Outreach Program throughout Shasta County. This will entail the following:

- Development of a communication plan: Promote understanding of issues related to the poverty among various target audiences using print, radio, and television media.
- Incorporate a multi-language focus: Develop communication materials in English and Spanish, as well as provide oral translation to the Mien community using our Community Mien Radio program.
- Partnership and Collaborate with Community Partners: Partner with local community organizations to distribute Program information such as brochures and flyers. Provide training to community partners to assist in screening eligible participants in desired programs.
- Will work as a liaison between Government and Community Organizations. Will assist agency workers by connecting with hard-to-reach clients such as those with language or socio-economic barriers and provide screening and support for these applicants. In addition, will work closely with community organizations – providing training, education and support.

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**J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.**

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The CAA will reach out to area organizations that deal primarily with low-income individuals such as the Continuum of Care. We will advertise and market our Recovery Act services by distributing program information such as brochures and flyers, work closely with local utility providers, make information available on our website, and issue public notices. All outcomes will be reported as required by the State Standard Agreement and presented at a Community Action Board (CAB) meeting.

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### ***Section VII - Energy Coordination***

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*For each question in this section, provide a comprehensive narrative of what plans you have made to date.*

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**A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.**

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One of the programs that will be administered through the Shasta County Community Action Agency will be a utility assistance program. This program works with local utility companies and the low income to pay past due accounts allowing the client to remain in their home and remain self-sufficient. By paying the late fees, the client will avoid eviction notices and power being turned off. This will allow the client to use their own funds for other essential needs such as, food, prescriptions, transportation, and rent. The CAA will verify that we do not duplicate the services of our local energy providers, and we will continue to refer clients to local energy providers as appropriate.

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**B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.**

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The Shasta County Community Action Agency proposes to operate a Water Heater Replacement program for seniors, disabled, and the low-income. This program will be designed to fill a service gap not currently filled by any other local programs. The CAA will support, through student scholarships, an employment training program at Shasta College. The Economic and Workforce Development Division at Shasta College will offer a thirteen-week training for students entering into the field of wind and renewable energy.

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## CSBG Recovery Act Local Plan

### Section VIII - Workforce Development Projects and Activities

*In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.*

#### A.1) Project/Activity #1

<b>Title</b>	Water Heater Replacement Program
<b>Cost</b>	\$75,000
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created # 4 <input type="checkbox"/> Retained #
<b>Description</b>	The CAA will partner with local contractors to support an energy efficient program by replacing outdated and inefficient water heaters for the elderly, disabled, and low-income. The program will replace approximately 40 to 50 inefficient water heaters. The program will benefit the community by resulting in lower energy bills for the recipient; creating jobs; and lower usage of gas, electricity, and water.

#### A.2) Project/Activity #2

<b>Title</b>	Wind Utility Training Program
<b>Cost</b>	\$14,300
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created # 13 <input type="checkbox"/> Retained #
<b>Description</b>	The CAA will sponsor scholarships for low-income students that qualify for the Wind Utility program through the Economic and Workforce Development Division at Shasta College. The program training is thirteen weeks and prepares students to enter into the field of wind and renewable energy.

#### A.3) Project/Activity #3

<b>Title</b>	Small Business Loan or Grant Program
<b>Cost</b>	\$90,000
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created # 6 <input checked="" type="checkbox"/> Retained # 1
<b>Description</b>	The CAA with the assistance of our Economic Development Certified Loan Processor will either loan or grant funds to established local businesses that have the potential for sustainable growth. Businesses may apply for a loan or grant that would give them the financial ability to expand and hire new staff. Businesses receiving funding would be required to hire staff from the low-income population, creating new viable and sustainable jobs for the low income. If loans are given, the businesses would be required to repay the loan amount in an established time period, and the loan payoffs would be used to loan again to another business. The payoffs would give the CAA the ability to continue to assist in creating new jobs for low-income individuals.

#### A.4) Project/Activity #4

<b>Title</b>	Utility Assistance Program
<b>Cost</b>	\$94,200
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created # 1 <input checked="" type="checkbox"/> Retained # 1
<b>Description</b>	The Utility Assistance Program will be used to pay up to 3 months of utility arrears. These payments will provide the low-income household the ability to catch up on utilities while being able to secure their housing. Assistance will be provided throughout the County including all three cities.



## CSBG Recovery Act Local Plan

*In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.*

### B.1) Subcontractor Project/Activity #1

<b>Title</b>	Food Stamp Benefit Enrollment Outreach Program
<b>Subcontractor</b>	Shasta County Department of Social Services
<b>Cost</b>	\$27,500
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # <input checked="" type="checkbox"/> Retained # 7
<b>Description</b>	<p>Community Health Advocates (CHA) will work as a liaison between County Food Stamp Workers and community organizations. CHAs will assist county workers by connecting with hard-to-reach clients, such as those with language or socio-economic barriers, and provide screening and support for these food stamp applicants. In addition, CHAs will work closely with community organizations – providing training, education, and support so other professionals in the community can support clients as they go through the food stamp application process.</p> <p>It is estimated that approximately 50% of eligible Shasta County residents are not currently receiving food stamp benefits. The outcome will be:</p> <ul style="list-style-type: none"> <li>• An increase in the percentage of eligible people in the county enrolled in the food stamp program</li> <li>• An increase in community partners who are providing screening for food stamps to their clientele</li> <li>• An increase in food stamp activity in the local grocery stores</li> <li>• Increased participation from local farmers markets who accept food stamps (EBT cards) at their location.</li> </ul>

### B.2) Subcontractor Project/Activity #2

<b>Title</b>	Cottonwood Sewer District Master Plan
<b>Subcontractor</b>	Qualified engineering firm to be determined at a later date
<b>Cost</b>	\$88,000
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created # 100 <input type="checkbox"/> Retained #
<b>Description</b>	<p>Cottonwood, located on Interstate 5, has the potential to be the fastest growing community in Shasta County. Expanded sewer capacity is necessary for sustainable economic growth and employment opportunities. A plan for upgrading and expanding the Cottonwood sewer system is required. If a viable plan is not in place, the Regional Water Quality Control Board could order a stop to further development until they see a rational plan for expansion of sewer capacity. The existing plan was last revised in 1995. Many regulatory changes have taken place since then. Jobs would be created, not only by building the sewer infrastructure, but also by providing the sewer infrastructure needed for housing starts and business expansions in the community. A plan for a functioning state of the art sewer plant would assure that new commercial development, with the associated jobs, would be sustainable in the future.</p>

**B.6) If you specified any project/activity in B.1 – B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.**

The Shasta County Department of Social Services would administer the Food Stamp Benefit Enrollment Outreach Program as a subrecipient. A request for qualifications would be issued to procure a qualified engineering firm to prepare the Cottonwood Sewer Plan.

## CSBG Recovery Act Local Plan

*In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.*

C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. ***In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.***

<i>NPI</i>	<i>Project or Activity</i>	<i>Description</i>
2.1	Water Heater Replacement Program	Replacement of inefficient water heater in homes owned by seniors, disabled, and the low-income population.
1.1, 1.2, 4.1	Wind Utility Training Program	Scholarships for low-income students that qualify for the Wind Utility and renewable energy program at the Economic and Workforce Development Division of Shasta College.
1.1	Small Business Loan or Grant Program	Use CSBG funds to loan or grant funds to businesses in exchange for jobs created or retained.
6.2	Food Stamp Benefit Enrollment Outreach Program	Community Health Advocates will work closely with community organizations and the low-income population to support clients as they go through the food stamp application process.
2.1 and 4.1	Cottonwood Sewer District Master Plan	Develop a capital improvement plan that will provide Cottonwood with a reliable and economic sanitary sewer collection system for future growth in housing starts and business and industry expansion.
6.2	Utility Assistance Program	Utilize CSBG funds to obtain and administer grants to provide utility assistance payments.



## CSBG Recovery Act Local Plan

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**D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)**

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The Cottonwood Sewer district desperately needs a 20 year master plan. Current regulatory costs and other increasing costs have depleted discretionary money for this type of plan. The master plan will help to make rational decisions on the orderly development of sewer service for the community of Cottonwood. The community, located on Interstate 5, has the potential to be the fastest growing community in Shasta County. Expanded sewer capacity is necessary for sustainable economic growth and employment opportunities. Jobs would be created, not only by updating the sewer infrastructure, but also by providing the sewer infrastructure needed for housing starts and business expansion in the community.

The Regional Water Quality Control Board (RWQCB) could order a stop to further development until they see a rational plan for expansion of sewer capacity. The RWQCB has not done this yet, but it is in the realm of possibilities in the future. Our existing plan was last revised in 1995. Many regulatory changes have taken place since then. A plan for a functioning state of the art sewer plant would assure that new commercial development, with the associated jobs, would be sustainable in the future.

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**E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.**

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- ☒ Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.
- ☐ Yes, our agency will use ALL of the Recovery Act funds for administrative costs.
- ☐ No, our agency will NOT use any of the Recovery Act funds for administrative costs.
- 

**E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.**

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At the end of the grant period, the CAA will receive successful program and financial audits as a result of adequate administrative funding.

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## CSBG Recovery Act Local Plan

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### Section IX - Required Disclosures

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*For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.*

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**A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.**

None.

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**B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently, active provide the status.**

None.

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### Section X - Barriers

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*For each question in this section, provide information on potential barriers to your agency's success.*

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**A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).**

First, the available time frame may be a barrier to completing all of the suggested projects and programs listed in this plan. Each one is very labor intensive. Some activities will rely on the assistance of other agencies. Because the time frame is so short, approximately 15 months, some activities may not run to full capacity.

The second barrier would be competition for funds. Some of the programs that Shasta County CAA has proposed in this Plan are made available to small counties on a competitive basis. The CAA has an outstanding record of receiving grant funds and plans to use Recovery Act funding for administrative expenses not fully funded by those programs.

Finally, the actual cost to administer all the combined projects and programs may exceed the CSBG Recovery Act funding provided. If any project costs are higher than anticipated, all projects may not be accomplished.

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# Housing & Community Action Programs

[Home](#) >> Housing/Community

**Richard Kuhns, Psy.D.**

**Director**

1450 Court Street, Suite 108

Redding, CA 96001-1661

Phone: (530) 225-5160

Fax: (530) 225-5178

Hours: 8:00AM to 5PM Monday - Friday

The Department of Housing and Community Action  
Programs administers the following programs:

## Shasta County Housing Authority

- City of Redding/Shasta County Homeless Continuum of Care
- Family Self-sufficiency Program
- Family Unification Program Vouchers
- Section 8 Tenant-based Housing Choice Voucher Program

## Shasta County Community Action Agency

- [CSBG Recovery Act Local Plan](#)
- Community Service Block Grant Program
- [Emergency Food and Shelter National Board Program](#)
- [Emergency Housing and Assistance Program Operations Grants](#)

## Housing and Community Development

- Community Development Block Grant Program
- [HOME First-time Homebuyers Program for Down Payment Assistance](#)
- [Owner-occupied Housing Rehabilitation](#)

## Emergency Food & Shelter Program

- [Application for EFSP Funds](#)
- [EFSP Public Notice - American Recovery & Reinvestment Act \(ARRA\)](#)